



JOHN ENGLER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF MANAGEMENT & BUDGET
LANSING

DUANE E. BERGER
DIRECTOR

October 7, 2002

ACQUISITION SERVICES LETTER NO. 116

TO: All Departments and Agencies

SUBJECT: Utilizing Direct Vouchers and the Procurement Card

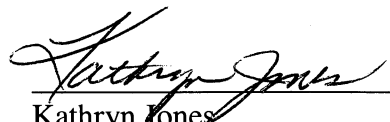
Effective immediately, increased usage of Direct Vouchers and the Procurement Card is allowed for specified contracts. The listing of contracts approved for these alternative payment methods is available on the Acquisition Services website.

To access this information, go to www.michigan.gov/doingbusiness. Click on the For State Agencies button on the left, then click Alternative Payment Methods under What's New. As contracts expire and new contracts are added, this information will be updated on the website.

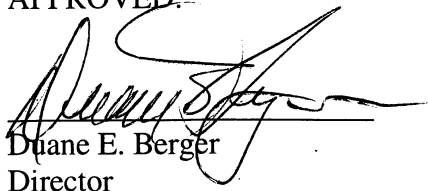
State policies and procedures with regard to Direct Vouchers and the Procurement Card remain in place and are not affected by this letter. Minimum orders indicated in each of the contracts remain in effect.

This letter supersedes Office of Purchasing Letter No. 106 and Acquisition Services Letter No. 113.

If you have questions or concerns, please submit them in an email to DMB-PurchWeb@michigan.gov.


Kathryn Jones
Director, Acquisition Services

APPROVED:


Duane E. Berger
Director